



Little River Band of Ottawa Indians

Tribal Government

375 River Street

Manistee, MI 49660

(231) 723-8288

Title: Conservation Officer (Public Safety)

Summary: Under the general direction of a Conservation Enforcement Sergeant, Conservation officers are responsible for the enforcement of tribal conservation laws, regulations and the protection of wildlife and all tribally owned lands, within the reservation or ceded territories.

Required Knowledge and Certification:

- ❖ Applicant must have an Associates Degree in Criminal Justice or Conservation Law Enforcement; or have completed an MCOLES approved basic training academy.
- ❖ Applicant must have current MCOLES certification, or must be certifiable under the Michigan Commission on Law Enforcement Standards* (See Disclaimer and Conditions of Employment)
- ❖ Must have valid Michigan operator's license with no restrictions and be insurable under company policy.
- ❖ Have experience in hunting, fishing, and boat handling
- ❖ Must pass extensive background investigations. No Felony, Domestic Violence, Criminal Sexual Conduct related convictions
- ❖ Must obtain BIA Special Law Enforcement Commission within one year of employment

Preferred:

- ❖ 3 years conservation or law enforcement experience
- ❖ Great Lakes experience a plus
- ❖ Knowledge of federal Indian Law, State and Tribal Law, and Conservation Ordinances, also, general knowledge to establish fish and game management practices, fish and wildlife enforcement procedures.

Required Skills:

- ❖ Good computer skills with experience in word processing, databases, and spreadsheets (May be changed to meet the needs of the position).
- ❖ Good Project Management skills.
- ❖ Good organizational skills.
- ❖ Possess excellent written and verbal communication skills.
- ❖ Possess excellent interpersonal communication skills.
- ❖ Accurate and detail-oriented.
- ❖ Good problem solving skills.

Required Abilities:

- ❖ Displays leadership quality and the ability to manage challenging situations
- ❖ Ability to maintain high confidentiality and professional integrity
- ❖ Ability to independently manage as well as part of a team
- ❖ Ability to maintain a professional demeanor
- ❖ Must be extremely patient and operate well under stress and deadlines
- ❖ Ability to write routine reports and correspondence
- ❖ Ability to speak effectively before groups or clients
- ❖ Ability to operate most office equipment (computer, fax, copier, etc.)
- ❖ Ability to work independently with minimum supervision
- ❖ Ability to organize and schedule time effectively and be flexible with schedule

Salary: This is a Level 4 position (\$14.19 – \$22.93), Non-exempt –Hourly –Bi Weekly pay

Individuals, who are interested in the above position, please submit a resume and completed application to the Human Resources Department. Questions should be directed to the Human Resources Department.

Tribal Preference will apply according to Tribal law and policies.

Conditions of employment with The Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation, and successfully completing a one year probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted 11/18/10
Remove 12/06/10

LRBOI offices closed on Thursday 11/25 and Friday 11/26 in observance of Thanksgiving.

This posting has been granted a two day extension because of the holiday observance.